

Deposit Type-Amount

Select **Amount** if you want a fixed dollar amount to be deposited in this account. When selecting a deposit type of *Amount*, please enter the dollar amount in the *Amount/Percent* field.

When selecting the **Amount** deposit type, you will require a second direct deposit record to indicate where the balance of your pay should be deposited.

Deposit Type-Percent

Select **Percent** if you want a specific percentage of your net pay to be deposited in this account.

When selecting a deposit type of *Percent*, please enter a percentage amount in the

Amount/Percent field. When selecting the **Percent** deposit type, you will require a second direct deposit record to indicate where the balance of your pay should be deposited. Valid percent amounts are 1-99. One should never enter 100 percent.

Deposit Type-Balance

When selecting a single account for your entire check to be deposited select the **Balance** option.

This is the recommended deposit type if you have only a single direct deposit account. If you have multiple direct deposit accounts, ensure that one of the direct deposit accounts is **Balance**. When a defined amount or percent is used in any combination of accounts, a balance account is required to deposit the remainder. The Deposit Order field for any balance account must be 999.

Scenario 1: Single Direct Deposit Account

Direct Deposit Detail						
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>	
Checking	125008547	1234567	Balance	999		Edit Delete
Add Account		Pay Statement Print Option				

The above scenario will result in all of your net pay being deposited into one checking account

Scenario 2: Multiple Direct Deposit Accounts

Direct Deposit Detail						
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>	
Savings	031176110	123456789	Amount	\$125	1	Edit Delete
Checking	125008547	1234567	Balance		999	Edit Delete
Add Account		Pay Statement Print Option				

The above scenario will result in \$125 of your net pay first being deposited into your Savings Account. The remainder of your pay will be deposited into your Checking account.

Scenario 3: Percentage with Balance

Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Savings	031176110	123456789	Percent	10%	1	Edit	Delete
Checking	125008547	1234567	Balance		999	Edit	Delete

[Add Account](#)[Pay Statement Print Option](#)

The above scenario will result in 10% of your pay net pay being deposited into the Savings Account and the remainder of your net pay will be deposited into your checking account.

Deposit Order

Enter a Deposit Order number for this direct deposit distribution. During direct deposit processing, direct deposit distributions are made to accounts in order of their order number the lower the order number, the higher the priority. Deposit Order becomes important when an employee's net pay isn't enough to cover all direct deposits in this case, only the higher order number deposits are made. The balance account should always have a deposit order of 999.